**PowerPoint Presentation-**

**Adding Multimedia**

To Insert Photos:

1-Insert Tab

2-Click Picture

3-Browse to find photo

4- Click photo twice

*\*You can save a PowerPoint slide as a jpeg. File…Save As…Save as type…scroll down and find JPEG.*

To Insert Video:

*First create a folder and save your PowerPoint presentation in it.*

*Save your movie file and/or audio file in the folder before you insert it into the PowerPoint.*

*All movie files are linked.*

*PowerPoint* ***will*** *accept PhotoStory Files, Movie Maker Files, AVI, XVID, MPG, MPEG, WMV and Quicktime.*

*WMV is the best format for PowerPoint.*

*PowerPoint does not accept Flipcam videos. (AnyVideoConverter is a free and easy to use converter.)*

1-Insert Tab

2-Movie…Choose from “Movie from File” or “Movie from Clip Organizer”

3-Browse to find the video

4-Click the video twice

A pop-up will appear asking you, “How do you want the movie to start in the slide show?” “Automatically” or “When Clicked.”

To Add A Sound File:

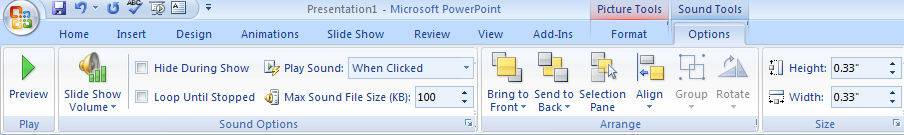
*PowerPoint accepts WMA sound files and MP3 sound files.*

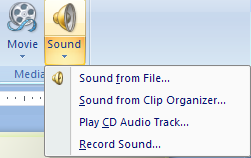
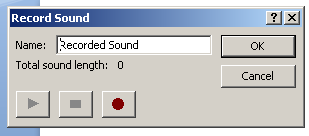
*If you group the loudspeaker icon with anything it will not play even after you ungroup it.*

Insert Tab

Sound… Choose from “Sound from file,” “Sound from Clip Organizer,” or “Play CD Audio Track or Record Sound.”

The following options will appear at the top ribbon



Using the Screen Recorder:

1-Insert Tab

2-Sound

3-Record Sound

Insert your multimedia as a link

1-Insert Tab

2-Hyperlink

3-Paste the URL address at the bottom of the pop-up, where it asks for address.

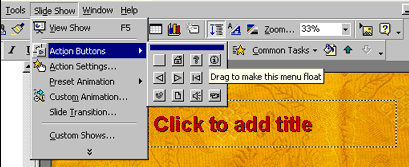
*TeacherTube, Glogster, Google Maps can be hyperlinked in a PowerPoint slide.*

*Hyperlinks work only in Slide Show view. Always test your hyperlinks.*

To Create An Action Button

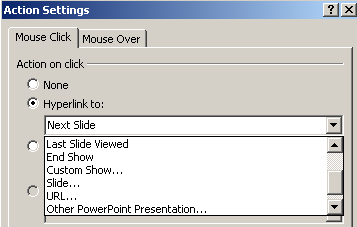
If you want to create an action button to hide the URL address. For Microsoft Office 2003

SlideShow Tab…Action Buttons



For Microsoft Office 2007 Insert Tab… Shape…(At the very bottom) choose an Action Button

This pop-up will appear. Choose URL. Use the keys Ctrl and V to paste the URL in the pop-up.



Insert Animated Gifs

<http://www.gifs.net/gif/>

Copy and Paste

*Animated Gifs only work when in presentation mode.*

Burning a CD/DVD

For Microsoft Office 2007-Use the CD/DVD burning program located on your computer.

If you have an audio and/or video file, burn all of the files on the CD/DVD.

For Microsoft Office 2003- Go to File and then Package for CD